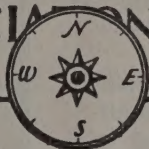


The COMPASS

AMERICAN ASSOCIATION OF SOCIAL WORKERS



December 1939

Standards for State Merit Plans

A Successor to JVS

A Chapter Proposes a Salary Scale

Outline for Study of Requirements

Educational Partnership

Membership by Chapters

Volume XXI

Number 3

FOLLOWING a study of employment practices, the Philadelphia Chapter undertook, through a committee, to make a further study about salaries, and, if possible, a suggested salary scale. Over a two-year period a committee has conducted its study and arrived at its recommendations. Parts of the study, related to salaries in group work and institutional work, have not been completed.

Chapters, aware of the problems of intensive research, or extensive study by committees of busy members, will be interested in some of the methods and limitations of scope as well as in the findings and recommendations.

AT the end of December, after thirteen years of vocational and placement work, Joint Vocational Service will discontinue its operations. Evidence of the gap it will leave is seen in the efforts being made to establish a successor, outlined in this issue. The new Social Work Vocational Bureau, starting fresh, hopes to avoid in its organization and operation some of the difficulties from which the JVS was unable to free itself. The Planning Committee appeals to social workers who are interested to signify their willingness to assist in support of the new Bureau.

WITH the announcement of the specifications for merit selection, to be applied by the Social Security Board and the Children's Bureau to approved state plans, social workers will need to tax their resources to help make the operation of the personnel amendment come up to expectations. The specifications are minimum, but the operation, with professional help, might not have to rest at that level.

NEITHER all the members nor all the chapters will want to take on all the questions in the program for membership study. The outline, sent to chapters in October, suggests points for inclusion in the general study of membership requirements to be started this year and indicates how many-sided the membership question is to a professional association.

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Social Security Board Adopts Minimum Standards for Merit Systems

ON November 13, the Social Security Board dispatched to state employment security and public assistance agencies the minimum standards * for a merit system of personnel administration which will serve as a basis for the establishment and maintenance of merit systems in compliance with amendments to the Social Security Act passed by the last regular session of Congress. At the same time the U. S. Children's Bureau released a statement of policies generally similar, but reflecting some of the differences in program and personnel requirements.

In releasing these standards Federal Security Administrator Paul V. McNutt said:

"We believe that merit standards being issued to the states represent the very minimum requirements under the federal act." The Administrator added: "Our avowed policy in dealing with the states not only on the question of the merit system but on other questions is to permit the state administration the widest latitude possible under the federal laws, and in this instance the states will have a wide latitude and many options in devising their merit system for the administration of unemployment compensation and the public welfare programs in cooperation with the Federal Government under the Social Security Act. It is my belief that it is the responsibility of the state governments to administer their unemployment and welfare programs and that it is the responsibility of the Federal Government to hold the states merely to the minimum standards set by

Congress and the proper expenditure of federal funds."

In adopting the standards the Board declared that "proper and efficient administration requires clear definition of functions and assignment of responsibilities, the employment of the most competent available personnel, and the development of staff morale and individual efficiency."

The Board has requested each state agency to submit by January 1, 1940, its merit system program showing the civil service laws and merit system rules and regulations in force in conformity with these standards, or a minute of official action adopting these standards and a schedule for implementing them by such rules and regulations as may be necessary, and for effecting their operation.

Major points in this important document are as follows:

1. The standards are applicable to all personnel, state and local, engaged in the administration of programs under Titles I, III, IV and X of the Social Security Act or under the Wagner-Peyser Act, the state being permitted to exempt from the application of the Standards only certain positions such as the executive head of the state public assistance agency or of the department administering unemployment compensation and employment service, a confidential secretary to these persons and in addition members of Boards, advisory councils, attorneys and ex officio state and local officials performing administrative duties.
2. Existing statewide civil service systems *with standards substantially equivalent to those provided in the document* should be applicable to social security agencies.

In the absence of such systems there must be established a merit system administered by an impartial body known as Merit System Council.

The system should serve jointly all social security agencies unless special circumstances make this not feasible.

* This document replaces the following: "Personnel Standards of the United States Employment Service—July 1, 1938"; "Standards for Personnel Administration in State Unemployment Compensation Agencies Adopted by the Social Security Board—December 23, 1938"; "Standards for Personnel Administration in State Public Assistance Agencies Adopted by the Social Security Board—December 23, 1938"; "Standards for Personnel Administration in State Unemployment Compensation and State Public Assistance Agencies Adopted by the Social Security Board—December 17, 1938."

3. Discrimination because of religious or political opinions or affiliations is prohibited.
4. Participation of covered employees in political activity is prohibited.
5. A classification plan is required including appropriate job descriptions and required qualifications, as is also a plan of compensation.
6. Examinations are to be held to fill all positions not specifically exempted providing for
 - (a) A merit system supervisor appointed by the Merit System Council, who shall have training and experience in a field related to merit system administration.
 - (b) Meeting by applicants of minimum qualifications set forth in job specifications.
 - (c) Open competitive examinations.
 - (d) An assembled written test except where professional or scientific qualifications make this impractical, a rating of training and experience for the more responsible positions, an oral examination for supervisory and administrative positions or those requiring frequent contact with the public.
 - (e) Retention of present employees who have not entered the service by a comparable merit system provided they obtain a passing grade in an open competitive or qualifying examination.

The Social Security Board also outlined plans for regulations covering promotions, furloughs and separations, the maintenance of service ratings, personnel records and reports. It makes available to the states consultative services from the Board. It advises that merit system now in effect may continue until superseded by system approved under these standards.

These regulations furnish the means for a sweeping advance in the application of the merit principle to social work, requiring immediate action in many states and all of the assistance which chapters can give to promote sound processes of selection.

The AASW has worked for merit system extension since the beginning of the emergency relief and social security measures, and gave full support to the recent change. Social workers have discovered, however, that

merit systems, like any other, depend on the way they are run and that it is no easy or simple matter to adapt merit selection to social work with success. It takes good personnel work, and it also takes careful cooperation by social workers to make the selection process operate effectively in this specialized field.

In states and cities with civil service commissions, chapters are working out relationships with civil service authorities in many ways. Many other chapters will now have the same opportunities. Officials, presented with a new and difficult problem, may welcome assistance of chapters and social workers in connection with the formation of the Merit System Councils, and with technical questions dealing with minimum qualifications for various social work positions, classification of positions, job specifications and salary scales, about which social workers have necessary information.

Similarly, in examination procedures, many civil service commissions have found it helpful to use professional groups on recruiting, on examination questions and procedure, and on rating plans.

National regulations as set up by the Social Security Board must be on a minimum basis. The Association, by its stated purpose as well as by the dictates of each member's experience, knows that a maximum is the only real way to serve the public interest in selecting personnel.

Effective assistance to public authorities is urgently needed to ensure that the new measures secure competent professional personnel for the public social services.

NOTICE: EXAMINATION ANNOUNCEMENT IN THE FEDERAL SERVICE

The filing date of January 2, 1940, has been set for unassembled examinations for the positions under the Bureau of Prisons of technical assistant to the Chief of Probation and Parole and of assistant supervisor of classification, the salary for both of which is \$3,800 a year. Professional social work training is required as well as four years of experience in case work in a social agency of acceptable standards having a staff of professional social workers. Application blanks and details regarding the duties and qualifications for these positions are available from the United States Civil Service Commission.

New Vocational Bureau Planned For Operation When JVS Closes

IN the August COMPASS an article on "The Problem of Placement" discussed the situation in which the closing of Joint Vocational Service on December 31st would be leaving social work and reported on proposals and plans for new services as they had been developed up to that time. From the propositions put up for consideration at various points the one which has taken the most definite form is a plan evolved by a planning committee with members* from the national functional agencies in the case work field and from professional membership associations. As a result of this Committee's work a statement of a plan for a Social Work Vocational Bureau will be presented within the next few weeks through the channels of the national agencies involved to their member agencies and their personnel.

According to a statement in preparation by the Planning Committee, it was established in the early meetings of the Committee that "the national case work organizations considered the development of adequate personnel as the most vital part of their programs. It was agreed that although they differ in their organizational set-up, modes of operation and resources, they have in common a responsibility for the development and protection of personnel through reliable placement. It was the general opinion that unless a new national personnel service could be formed to assume immediate responsibility for personnel services including placement, each national agency would find itself competing with others in placement service, in many instances with very inadequate resources for a separate personnel service in its own field; chaos would quickly develop in wide confusion and competition between local agencies and individuals; and personnel standards and placement practices would rapidly deteriorate.

* The agencies appointing members to this Planning Committee were the Family Welfare Association of America, Child Welfare League of America, National Travelers Aid Association, Association of the Junior Leagues of America, American Red Cross and American Public Welfare Association, the American Association of Medical Social Workers, American Association of Psychiatric Social Workers, American Association of Schools of Social Work and the American Association of Social Workers.

VOCATIONAL BUREAU WANTS SOCIAL WORK INTEREST AND SUPPORT

A statement of the plan of organization and operation of the Social Work Vocational Bureau will soon be in the hands of Chapters of the AASW and of social agencies. The Planning Committee urges social workers to consult the statement, and to register their interest and possible membership support. Address the Planning Committee, Room 1504, 122 East 22d Street, New York City.

"It was also the general conviction that personnel service should be organized jointly on a national basis, with as many regional tie-ups as possible and ready to operate when the present JVS goes out of existence. This conviction is based upon the following needs which could not be met by the independent and competitive services of national agencies, or of a few autonomous regional placement agencies:

- (1) Financial economy inherent in joint as distinguished from competitive national or regional services.
- (2) The development of higher universal personnel standards throughout social case work.
- (3) The necessity for interchange of personnel between case work fields.
- (4) The necessity for interchange of personnel between all parts of the country.
- (5) Satisfying the needs of less developed geographical areas, which would be injured rather than helped by regional placement agencies inevitably confined to centers of wealth and population, or by a complete return to competitive selection.
- (6) The need to make available to the field personnel data, derived from placement service, on trends in job opportunities and requirements, personnel practices and salary standards.

"The group was also convinced that planning for a joint personnel service should have a relatively homogeneous base, such as may be found in social case work or certain other fields, as distinguished from wholesale planning for the wide variety of personnel in the whole of social work as popularly conceived. The greater feasibility of starting initially a personnel service for social case work personnel is evidenced by the fact that 72 per cent of all JVS candidates registered in 1938 were in the social case work field while 83 per cent of all placements were in that field, although a much larger proportion of time and attention had to be devoted to other fields."

In October the Organizing Committee appointed by Joint Vocational Service to explore various possibilities for vocational information and vocational placement services reported informally that among the tentative conclusions which it had reached were: (1) the opinion that the research and other functions which had been suggested for a separate national vocational agency would have to be integrated into a program for direct counselling and placement services, and (2) a recommendation to the board of Joint Vocational Service that it turn over its assets and equipment to any new responsible group which shall have developed acceptable plans and reasonably good prospects of support. In November the Joint Vocational Service board formally recognized the plan of the Planning Committee as a possible approach to the problem and offered its help in putting the plan into effect. It proposed that "the title and the charter of the Social Work Vocational Bureau be broad enough to include professional personnel service for all the fields of social work, but that special or individualized service be initiated in any field only after a responsible group in that field has carefully worked out plans for such service, with satisfactory evidence of support and participation from the field itself."

The plan for the Social Work Vocational Bureau makes provision for the extension of its placement services to other fields of social work when these shall have developed within them evidence of organized interest in and support for counselling and placement services. The present provision is for a case work service division to be operated on a national basis, and to be related to the responsibilities which the functional national agencies in the social case work field have for the proper selection and protection of qualified personnel. The plan envisages the cultivation of regional relationships and the use of

national agency field staff resources to the end of more adequate service to various sections of the country. Supporting memberships in the Social Work Vocational Bureau will be sought from social workers who see the professional necessity for safeguarding professional stakes in the performance of placement and who are interested in the vocational information which a reliable service would supply on trends and problems of great concern to all who are pursuing social work as a career. The case work service division will be open to individual members for whom its services will be available, on the basis of minimum requirements to be set up by the Bureau board.

Considerable concern has been manifested by social workers in the disposition to be made of the records of Joint Vocational Service. The JVS board has decided "to place the reference material in storage and to retain custody of it until such time as a suitable succeeding service develops. References collected by the JVS on a confidential basis cannot be given to those who have registered. There is no financial provision for the circulation of professional records now. Any JVS registrant can have his professional record destroyed by making a written request to the JVS prior to December 15, 1939."

Case Work Papers Contest

The Case Work Section of the National Conference of Social Work announces a competition for the demonstration of case work practice. Practice in an active case shall be the subject of papers to be presented in accordance with the following rules:

Open only to practitioners of two to five years' experience carrying a case load in a public or private agency.

Manuscripts are limited to 2,500 words, of which not more than a thousand shall be case material and the rest discussion of case. Manuscripts must be typed and case material set off in distinguishable way. All case and place names must be disguised.

The worker's name, agency, address and years of practice shall accompany paper in attached and sealed envelope.

Writers of the three best papers will be invited to present them at a meeting of the Case Work Section at the National Conference at Grand Rapids.

All papers must be in by March 1st. The judges, who are the Program Committee of Section I, are under no obligation to return material.

Send to ELIZABETH DEXTER, Chairman, P. O. Box 183, Madison Square Station, N. Y.

Report on Salary Scale Standards

Note: The following is a revised version of a report which the Philadelphia Chapter adopted in March 1939. The recommended salary standard and the discussion of principles considered in setting up the standard should be of general interest. The collection and analysis of data on current salaries in social work involve problems of method which the Chapter's Committee on Employment Practices realizes it did not answer satisfactorily; however the tables and analyses of present salaries are also reproduced because they furnish background on the salary conditions which the Committee saw as reason for its study.

WHEN in 1937 the Chapter adopted the report of the Committee on Employment Practices, a recommendation was made and approved that the Committee begin work on a salary scale. This was in effect a recognition of the further responsibility of a professional body for developing a scale of remuneration for itself, commensurate with the standards of training and qualifications which it has already set up. Three subcommittees were formed when the Employment Practices Committee began to meet in 1938, one on case work, one on group work, and one on institutional work.

The final reports of the Group Work and Institutional subcommittees are not ready for consideration by the Chapter.

Purpose and Plan of Study

The following report is the result of a study, conducted along the lines recommended in the 1937 report: "There are no economic laws which establish inexorably the monetary value of social work. Therefore, there is no absolute basis for any rate of pay in the social work field. Compensation here is relative to other considerations, but cannot be defined axiomatically by any known laws. Thus (according to the AASW Statement About Standard Employment Practices in Social Work), salary scales in social work can take into consideration generally, 'the cost of a professional scale of living,' 'cost of the professional education required,' and (according to the Report of Committee on Standards of Employment Practices, Philadelphia Chapter, May 1937) present rates of pay in the community, rates of pay in professions requiring similar training such as teaching; but in the last analysis, salary scale standards are arbitrary, within the limits of the considerations already set forth." Each of the considerations here mentioned has been taken into account in setting up the following salary scales.

It was felt that the function of the case work subcommittee was the setting up of a salary scale for case workers which represents a desirable minimum standard that can be related to the salaries of workers in other professional fields and which is compatible with the importance, complexity and high communal value of the social work job and the amount of training required for the effective performance of that job.

As a means of learning what Philadelphia case workers are paid, cards asking for information on training, years of experience, position in the agency and salary were sent out to the workers in the nine agencies whose staffs were represented on the Committee. Included in the agencies were family, child-caring, child guidance and school counselling agencies in order to get something of a representative picture of existing salaries in the Philadelphia private social work agencies.

The cards were distributed among the workers of each agency by a member of the Committee on the agency's staff and returns were submitted without the worker's name. Though no check could be made with the agencies of data sent in anonymously by individual workers, the Committee was able to check the general accuracy of these data against the agency's salary scale since a statement of each agency's scale was secured from its executive through a member of the Committee in the agency's employ.

Executives, part-time workers, fellowship students, and students were excluded from the study. No inquiry was made into individual job specifications to establish distinctions between case workers doing case work alone, case workers also doing some supervision and supervisors also doing case work; similarly no attempt was made to distinguish between supervisors carrying varying degrees of administrative responsibility. The Committee however was satisfied that those whom it placed in the classification of case workers were persons whose primary function is direct service to clients and that those classified as

supervisors were persons whose chief responsibility is supervision. The "special workers" referred to below carried special functions indicated by such titles as "application supervisor" and "receptionist."

These data about salaries in private case work in Philadelphia were then compared with salaries of the city high school teachers, the group most closely allied to social work in its qualifications. In addition, letters were sent to nine of the larger agencies in Cleveland, Chicago and New York asking for information on salary scales and although the answers were not so full as we had wished, some interesting comparisons were possible between these scales and our own. In using these reports from agencies in other cities, the Committee accepted each agency's own definitions of case worker and supervisor as indication that the responsibilities of persons so classified are chiefly for the function designated in their titles.

Recommendations for an Approved Salary Scale

This salary scale makes no provision for those experienced workers who may have been with the agency for a long time but who do not have all the required training of today. The Committee undertook to make no recommendations in the matter of their salaries. It believed that it could not create a salary scale at this time to cover every deviation from the norm because its immediate consideration had to be the recommendation of a scale that would stimulate the raising of salary standards and of qualifications for staff among social agencies. It seems to the Committee, however, that it would be possible to place the workers' salaries somewhere on this suggested basic scale by means of defining equivalents and then having the scale proceed toward the maximum for them as well as others.

The Committee did not consider the question of salary scales for clerical and other workers in social agencies. It believes nevertheless that these salaries must also be adequate if social agencies are to perform and serve at the highest possible level.

The Employment Practices Committee approves a salary scale ranging from \$1800-\$3200 for social workers who have a college degree and at least two years of successfully completed graduate, professional training. The Committee favors the overlapping scale outlined as follows:

\$1800	\$2270	\$2610	\$3200
case workers		senior case workers	
supervisors			

The above scale is recommended as desirable because:

1. The \$1800-\$3200 range does exist in the Philadelphia social work field and in the allied field of high school teaching, where the educational and training requirements are no higher and in many instances not so high.

2. This scale takes care of those persons in an agency who do not develop beyond a certain stage in point of value to the agency which we have represented by a first maximum, i.e. \$2610.

3. The second range, for highly skilled and trained case workers whom we have termed senior case workers, makes provision for those capacities and contributions which may be greater and which should be recognized by some additional remuneration, comparable here to that of a supervisor's higher range and attaining to a supervisor's maximum.

4. Supervisory responsibilities are recognized to the extent that the beginning salary for a supervisor is placed above the minimum for case workers. Practical consideration of agency budgets, low prevailing salaries and the number of young supervisors with few years of experience influenced the Committee to place the minimum for supervisors below the first maximum for case workers. However, the supervisory range is in itself a straight range with the advantage of steady progress toward the one maximum.

Rates of Increase

The committee sees increase as normally based on years of service. It suggests as illustration the following rate of increase within the range just presented:

Scale	Rate of Increase
First year — \$1800	\$150 a year for 1st and 2nd
Second " — 1950	years
Third " — 2100	\$170 a year for 3rd, 4th and
Fourth " — 2270	5th years
Fifth " — 2440	
Sixth " — 2610	\$190 a year for 6th year
Seventh " — 2800	\$200 a year for 7th and 8th
Eighth " — 3000	years
Ninth " — 3200	

The above salary scale with reference to the principles upon which it is desirable to base increments is interpreted as follows:

1. This plan provides for a rate of increase that makes it possible to reach a \$3,200 maximum from an \$1,800 minimum within the space of eight years. Such a length of time would be sufficient to allow the worker opportunity for a steady, developing experience. This period obtains for high school teachers

TABLE IV

SALARIES OF SUPERVISORS AND SPECIAL WORKERS IN NINE PHILADELPHIA AGENCIES ACCORDING TO YEARS OF SERVICE

	Total indi- viduals	Less than 1 yr.	1 yr.	2 yr.	3 yr.	4 yr.	5 yr.	6 yr.	7 yr.	8 yr.	9 yr.	10 yr.	11 yr.
Total individuals	26	2	1	1	1	1	..	2	2	5	1	3	7
Less than \$1,200	0
\$1,200 — 1,399	0
1,400 — 1,599	0
1,600 — 1,799	1	1
1,800 — 1,999	5	1	1	1	1	1	..
2,000 — 2,199	4	1	..	1	1	1
2,200 — 2,399	4	1	1	2	..
2,400 — 2,599	7	1	1	2	3
2,600 — 2,799	4	4
2,800 — 2,999	1	1
3,000 and over	0

we find a different picture from that of Table III covering all the workers. Of the total 26 supervisors and special workers, 17 have been employed in the agency for a period of eight years or longer and 10, or the majority of these, have been in the service of the same agency for ten or more years. The difference between the lengths of service in the agency of supervisors and case workers would seem to warrant further exploration and discussion.

Annual Salary Increases

In Table V we used the total 100 cards of the workers reporting and found the present annual salary increase by comparing the preceding annual salary with the present annual

salary. From this table we learn that the amount of preceding annual increase received by 56 of the total 100 agency workers is between \$100 and \$200.

The largest group of workers who received the amount of increase between \$100 and \$200 are those earning between \$1,800 and \$2,000. This would indicate that some of the agencies do not have any definite standards of increase for all workers and that different agencies have individual methods of raising salaries. There are two agencies, of the nine represented, who have a definite, stated amount of increase which is automatically given at the end of a year's service. (This particular information was obtained from the agencies and is not brought out in the table.)

TABLE V

COMPARISON OF SALARY INCREASE BETWEEN PRESENT ANNUAL SALARY AND PRECEDING ANNUAL SALARY OF 100 CASE WORKERS, SUPERVISORS, AND SPECIAL WORKERS IN NINE PHILADELPHIA CASE WORK AGENCIES

By Comparison with Previous Salaries							
By present yearly salaries	Total indi- viduals	Same salary as of time of 1st empl.	Increase since Jan. '38	Increase of \$0-\$99	Increase of \$100-\$199	Increase of \$200-\$299	Increase of \$300 and more
Total individuals	100	21	3	12	56	3	5
\$1,200	2	2
1,200 — 1,399	8	1	7
1,400 — 1,599	23	16	..	1	6
1,600 — 1,799	12	..	1	3	8
1,800 — 1,999	23	2	..	4	17
2,000 — 2,199	8	..	1	..	7
2,200 — 2,399	5	1	4
2,400 — 2,599	8	..	1	..	5	1	1
2,600 — 2,799	7	3	1	2	1
2,800 — 2,999	2	1	..	1
3,000 and over	2	2

Table VI

In an effort to make a general comparison of the present salary scales existing as of April 1, 1938, in the nine Philadelphia case work agencies with agencies in other cities, the Committee sent letters of inquiry to five agencies in New York City, to three agencies in Chicago, and to two agencies in Cleveland. These three cities were chosen because they are more nearly comparable in size to Philadelphia than any other cities in the East and Middle West. The ten agencies were selected chiefly because they are the ones which are in general best known and represent family case work, child-placing and child guidance.

Table VI shows that salary scales run the gamut from \$1,200 per year to \$4,500 per year. The range in minimum salaries for case workers is from \$1,200 to \$1,800, in maximum salaries from \$1,500 to \$3,780. The range in minimum salaries for supervisors is from \$1,620 to \$3,500, in maximum salaries from \$2,100 to \$4,500. Eighteen of the nineteen agencies from whom information about salary scales was obtained now require graduation from a school of social work for all new workers on their staffs. With the educational requirements being so standardized, the diversity in salary scales should be questioned and the factors in it examined.

In Table VI it is apparent that salaries for both case workers and supervisors are in

general higher in the agencies in New York City than in Philadelphia or in the other two cities. The lowest salary paid any beginning case worker in the five New York agencies is \$1,620, whereas beginning case workers in seven of the nine Philadelphia agencies receive under this amount and case workers in one Philadelphia agency receive this amount as a maximum salary.

The average maximum salary paid case workers in the Philadelphia agencies is much lower than that paid by the New York City agencies and is on an average of \$100 lower than maximum salary paid case workers in Chicago and Cleveland. There are only three agencies in Philadelphia whose maximum salary for case workers is equal to or greater than the lowest maximum salary paid case workers in the five New York agencies.

In the supervisory range, Philadelphia shows up a little better. Its average beginning salary for supervisors is approximately the same as that paid by the Chicago and Cleveland agencies, but the average beginning salary paid supervisors in the Philadelphia agencies is considerably lower than the average salary paid by the New York agencies. The highest maximum paid supervisors by any of the nine Philadelphia agencies is only \$200 more than the lowest maximum salary paid supervisors in the New York agencies and from \$580 to \$1,300 lower than the highest salary paid in the New York agencies.

TABLE VI

PRESENT SALARY SCALES FOR CASE WORKERS AND SUPERVISORS IN CIRCULARIZED AGENCIES IN CHICAGO, CLEVELAND, NEW YORK CITY AND PHILADELPHIA

Agencies by cities	Case Workers		Supervisors	
	Minimum	Maximum	Minimum	Maximum
CHICAGO				
Agency A	\$1,500	\$2,100	\$2,100	\$2,400
" B	1,560	2,100	1,980	2,280
" C	1,500	2,100	2,400	
CLEVELAND				
Agency A	1,530	2,100	1,860	2,640
" B	1,500			
NEW YORK				
Agency A	1,620	3,780		3,780
" B	1,680	2,100	2,400	3,000
" C	1,620	2,200	2,400	3,000
" D	1,650	1,950		
" E	1,800	3,600	3,500	4,500
PHILADELPHIA				
Agency A	1,800			
" B	1,560	2,000		
" C	1,500	1,800		
" D	1,560	2,040		
" E	1,440	1,920	1,920	2,520
" F	1,500	1,850		2,485
" G		1,620	1,620	2,280
" H	1,200	1,500	1,800	2,100
" I	1,800	3,200		3,200

Bulletins on Membership Study

ON October 25th two bulletins were sent by the Executive Secretary to Chapter Chairmen. They are being reproduced below in their main substance in order to give chapter committees and members easier and wider access to materials calling for chapter study and action.

I. Preliminary Program for Membership Study

Introduction

A program for study of the membership requirements is being developed under the auspices of the National Membership Committee in accordance with the instructions of the 1939 Delegate Conference. The Conference authorized a study to be made of "the whole subject of requirements for and methods of admission to membership in the Association." (See COMPASS, July 1939, p. 13.)

It is fully recognized by national committees and national staff who are responsible for directing and implementing this program of study that in plans for its pursuit throughout the Association, the following practical objectives should be kept in view:

1. That plans be such that the work involved can be integrated into the programs of the chapters and not interfere with their responsibility for other activities.
2. That such study be planned to move in an orderly way and to give the chapters full opportunity for thorough inquiry into the questions involved and free discussion of conflicting opinions.
3. That such study be planned with as adequate knowledge as possible of the problems which the membership sees in relation to the membership requirements and their influence on the Association's realization of its avowed purposes.

Purpose in Releasing this Outline

The following tentative and incomplete outline of a program for study of the requirements is intended for your advance information and possible guidance in planning this year's work in the chapter membership committee and perhaps in other chapter committees whose projects may be related to questions bearing on membership problems. The outline is in rough form and will be changed as the National Membership Committee and staff acquire more information about the interests of the chapters in various problems and the emphases which they wish to be placed on certain phases of study. It is recognized that chapters will wish to make

their own choices about the problems they plan to study and that these choices should be governed by their particular interests, resources, and limitations. It is hoped however that this preliminary indication of the total scope and content of study may be useful to each chapter in planning its own assignments and gearing them to the general program.

It is assumed that the program of study will be a cooperative enterprise carried on by chapters, national staff and National Membership Committee and that as materials are obtained and prepared on different problems involved, they will be circulated through special bulletins, reports and memoranda in the COMPASS, etcetera. The National Membership Committee will hold its first meeting on November 25-26, 1939, at which time it will pass on memoranda for use in the chapters and plan for the preparation of further materials by national staff and the Committee to implement the chapters in their work.

Preliminary Outline for Program of Study

I. Introduction

A. History of membership selection in AASW

Experience with the old requirements
The shift to professional education as a basis for membership
Various reasons for the shift

B. Advantages and disadvantages in the educational basis

The influence which the requirements give the Association in affecting standards, representing social work knowledge and experience, etcetera
Problems of exclusion and inclusion
Comparisons with past and present experience of other professional organizations
Problems in the quality and quantity of existing education for social work

II. Grades and kinds of membership (e.g. junior membership, "provisional" membership, associate membership)

Some of the questions suggested under this heading are:

1. Can a temporary membership be given to social workers not able to qualify for full status which will promote their attainment of full eligibility and their unity with the AASW in its purposes and program?
2. How can a temporary membership be set up so as not to make a partial standard become the substitute for the full standard?
3. How can membership privileges be made attractive to possessors of partial qualifications and yet not weaken the control of program by full members?
4. How can the danger be avoided of including in the membership an increasing number of persons unable to advance from partial to full eligibility?

III. Problems encountered in administering the present requirements

- A. Supervised field work requirement
 - Reasons for this requirement
 - Advantages and disadvantages of this requirement—to practitioners, schools, and the profession as a whole
 - Problems in meeting this requirement
- B. Evaluation of individual experience offered as a professional qualification
 - Questions about the value of experience obtained before professional education
 - Problems of defining the "social work" position
 - Problems of references as a basis for evaluation
 - Problems of unknowns in the internal operation of the agency
 - the individual's actual performance in practice
 - Problems of evaluating the individual by the agency
 - the problem of "the approved agency"
 - Problems of chapter and national in trying to pass on applicants offering experience alone
 - Experience with the old requirements
 - Problems of administrative efficiency and cost in dealing with evaluations of experience
- C. Evaluation of professional performance and ethical eligibility

(See Bulletin to Chapter Chairmen, October 7, 1939, and reproduction of this in COMPASS, November, 1939, under "Material for Committee Study.")

- D. The exceptional clause, Section 6
 - Problems in interpretation
 - Problems in administration
 - Values and limitations in its use
- E. Problems of credit for courses taken in schools of social work
 - Problems of credit for education in schools not members of the American Association of Schools of Social Work
 - Problems of "piece-meal" education
 - Problems of time-limits on credit for education taken under old requirements for schools of social work

IV. Relationship of AASW membership standard to conditions in various social work fields affecting personnel

- A. Nature and purposes of clubs and associations of personnel in social work positions which are organized on a membership basis and include social workers not eligible for membership in the AASW
 - Some of the questions to be considered are:
 1. What is the purpose and interest of the group in question?
 2. How does it select its members?
 3. What program has it set up and through what activities is it carried on?
 4. How long has the group been in existence and what changes have occurred in its membership and program?
 5. What interest have its members shown in belonging to the AASW and what reasons have they for this interest?
 6. What could its members get through membership in the AASW that is not obtainable through State Conferences, the National Conference of Social Work, the APWA, etcetera?
- B. Personnel practices and employment conditions in various social work fields which affect the selection and development of personnel
 - Selected studies might be made, according to chapter interest and

resources, of practices and conditions obtaining in agencies in their area belonging to a particular field:

- Qualifications for different positions
- Control and method of the selection of personnel
- Use of paid versus volunteer personnel and functions of each
- Salary scales
- Employment practices and conditions of work
- Problems revealed, their significance, and the program indicated for meeting them

V. Methods of admission

- A. Examination of chapter and national experience in administration of present requirements
- Questions of reliability and justice of decisions

Questions of promptness, efficiency, and cost

Questions of community and other complications

- B. Possible use of admission examinations
- Definition of educational and experience prerequisites
- Study of civil service examinations applicability to AASW problems
- adequacy of present examinations to their purpose
- Technical problems of examination process
- What can examinations test?
- degree of reliance on these by other professions
- experience of professional schools with examinations
- experience of AASW under "supervised practice plan"
- Relation to problems of certification and registration

II. Request for Information for Program of Membership Study

Present Basis for Plan of Study

The foregoing Preliminary Outline for Program of Study of the Membership Requirements has been based on an analysis of problems related to the membership requirements as these have been discovered in chapter and national membership committees and in national membership administration; in reports received last year from chapters which discussed the membership requirements in connection with problems of Association purpose, function and structure; and in a discussion meeting on the membership requirements held under the auspices of the National Membership Committee at Buffalo.

Present Request

Although information available from the above sources is sufficient for preliminary planning and the preparation of study and reference materials, both Miss Sytz, Chairman of the National Membership Committee, and the national staff are concerned to see that membership interests are understood and met in the scope, direction and emphasis of the continuing program. Since many chapters did not consider or report on their experience and opinions last year and those which did may wish to reconsider the matter, either the executive or membership committee of each chapter is requested to:

1. Outline and discuss fully the problems they have had in administering the present membership standard.
2. Indicate in what ways the present stand-

ard is satisfactory, outlining the advantages as they see them.

3. Indicate in what ways the present standard is unsatisfactory, outlining the disadvantages as they see them.
4. Report suggestions as to changes which might be considered or made in the present membership standards.
5. State the particular problems or projects to which the chapter plans to give its attention.
6. Indicate when possible problems or interests about which there are sharp differences of membership opinion, stating briefly what these are.

Since it is evident that each chapter will directly study only part of the problems enumerated in the Preliminary Outline, it is important that the national staff and the National Membership Committee possess the information requested in question 5 so that the national plan of study may be properly coordinated and the special interests and contributions of individual chapters adequately recognized and used.

It is recognized that certain chapters may not wish to repeat discussions on which they reported to the national office last year but will prefer to supplement last year's reports on whatever questions in this memorandum those reports did not cover.

Date of Report

Each chapter is requested to send in three copies of its report not later than January 1, 1940.

The Educational Partnership

No stronger tradition exists in case work agencies of good standing than that which insists on the necessity for training through actual practice. To the influence of this tradition is to be credited the inclusion of supervised field work in the educational system of the professional schools. Why is it then that case workers are still so far from being able to define the relationship between supervised field work and classroom instruction? Is this inability due to the tendency to think of field work less as a part of professional education than as a necessary way of preparing a student to perform a practical job? In supervised field work have case workers merely been hanging on to the old apprenticeship in modern dress? Or has there been a gulf between classroom instruction and field work which has prevented field work supervisors from finding a relation between the school's teaching and their own? If so, what has been responsible for the gulf, how is it to be bridged, or is its existence of so little consequence that it may be ignored?

Questions about supervised field work and its place and importance in the scheme of professional education are rife. Resources for field work instruction are scant. Should schools be required to develop them before they win the stamp of approval? Social workers find the field work requirement especially difficult to meet. How necessary is it for the social worker to meet it in order to be recognized as qualified? Standards for field work instructors and field work centers vary widely. What, if any, stake have case workers in that situation? Field work may be taken at any of a number of points in the student's pursuit of professional education. Does this matter?

Questions about supervised field work do not end here. What is field work supervision for? Should it be expected to do more than supply a settling dose of experience to counteract an academic school diet? Or is it simply a way of acquiring a kit of craft skills which are not intimately connected with the body of basic knowledge and principles taught at a school? Is the chief objective of field work supervision the "emotional development" of the student, and if so, what connection has this objective with the acquisition of basic knowledge and principles, or are these two kinds of learning separate and unrelated to each other? If the prime objective of field training is not the "emotional development" of the student but rather

the realization of his capacity to perform necessary services in required ways, what must supervised field work undertake to do that is not accomplished by the training in procedures and techniques which may be acquired by experience under an agency supervisor?

Questions like these are hard to answer directly. They are however coming up on all sides. They come up in relation to the emphasis which schools of social work will adopt. They arise in connection with in-service training, its differences from and relations to professional education. In the AASW all of these questions are involved in conflicting opinions about the field work requirement. The answers that will be found for them, right or wrong, will have a strong bearing on the development of professional education and the future of practice.

Because case workers have not explored the relationship between professional education as a whole and supervised field work, it is to be expected that any effort to do so would uncover "uncertainty and confusion, even lack of fundamental agreement, on many points." It was for this reason that Leah Feder, reporting* on the results of progressive discussions of this subject in committees on professional education of the Family Welfare Association of America and in groups in family agencies, presents her material as a basis for discussion and characterizes her statements as "first steps in the clarification of the relationships between professional education and family social work." Actually her report applies to supervised field work in any case work agency and includes considerations of equal interest to other fields of practice in their relationship to professional schools.

The importance of this report lies in the assumption that school and field work centers have essential and interrelated responsibilities in preparing students for competent professional performance and that an educational integration is necessary if either party to the enterprise is to realize its educational aims. Field work practice is conceived to have an "educational content" which needs "continuous scrutiny." It is pointed out that school and training agency must agree that the field work supervisor should have teaching as well as case work ability; "for she repeats, re-emphasizes, and reinterprets theo-

* The Relationship of Schools of Social Work and Family Agencies in Professional Education, *The Family*, October 1939. Reprints available at Family Welfare Association of America, 122 East 22d Street, New York City. Price 10¢.

retical material in the light of the actual case work practice which the student or worker is experiencing." To this is added a stipulation that the field work supervisor "bring to her task a growing interest and participation in education for social work, what this involves, and ways in which the whole learning experience can be made real and constructive."

As the product of committee study and group discussion, the report achieves a rounded picture of a total educational structure and of the innumerable points at which school and agency must work together to make it whole. It deals objectively with controversial questions such as those about the ways in which field work supervision is organized and raises its own questions about such procedures as that of placing all students in the private family agency for their first field work assignments. It is realistic in recognizing the costs of adequate supervised field work and covers the practical problems with which every school and its field work agencies are familiar—problems in the selection and guidance of students, in the evaluation of student performance, in the amount of time student supervision requires, in the allocation of financial responsibility for supervisory teaching, in the choice of the initial placement, and so forth. Of particular interest are its statements of the essentials to a correlation of classroom and field work content and of criteria for evaluating students at the end of the training period. It furnishes an excellent point of departure for further discussions by professional social workers of their responsibility to the field of professional education.

A Member Suggests

A member recently undertook an assignment for a fifteen-minute talk before a group made up of persons whose interests and work are often closely related to social work and some of whose members are members of the Association, although the group is a non-social work one. The assignment comprised a summary of what and who the Association is and what it does. After going over materials supplied by the national office, this member reported the assignment had so enhanced her knowledge, interest and understanding of the Association that she wanted to suggest it as an effective way for any inactive or uninformed member to rediscover the Association and his own potentialities and opportunities in relation to it.

Inclusion of AASW under Social Security Act

The American Association of Social Workers is included in the provisions of the Social Security Act, according to a recent ruling from the Treasury Department. The ruling does not provide for the inclusion of agencies doing social work directly, but is applied to the Association as a membership association.

The ruling completes negotiations undertaken by the Executive Committee several years ago. This initiative resulted from the Committee's concern with retirement plans for its own staff, in view of AASW advocacy, in connection with the Employment Practices Statement, of retirement plans in social agencies. A similar obligation was recognized because of the Association's active work in support of inclusion of non-profit agencies in the Security Act.

The Association accordingly secured inclusion under the New York State Unemployment Insurance Act shortly after its passage; similar efforts in regard to the Federal Act have now finally resulted in the Treasury ruling. The ruling includes the requirements that both staff members and the Association pay the installments from the beginning of the Social Security taxes, an awkward matter for end of the year budgets.

On the Executive Committee's original assumption, the Association is now in improved position to work for inclusion of non-profit agencies in the Security Act, as well as for retirement provisions generally. A new measure, for amendment of the Security Act to include non-profit agencies, is expected to be introduced in the coming session of Congress.

The Wage and Hour Division of the United States Department of Labor has just issued a small and very handy leaflet telling in simple language how the new Wage-Hour Law operates. It is called *Workers—How the Wage-Hour Law Affects You*. It is written in question and answer form. While it is designed for employees covered by the Act, it can be of genuine use to social workers in explaining to clients their rights under this new governmental provision. Copies of the leaflet can be secured from the Wage and Hour Division, U. S. Department of Labor, Washington, D. C., or from local field offices.

CHAPTER MEMBERSHIP COUNT

Herewith is the official count of members by chapters taken each year. This count establishes the basis for representation at the Association Delegate Conference and for budget estimates. No other official count is taken during the year and the responsibility rests with the chapters for keeping up to date the list of members sent to them at the beginning of each year.

CHAPTER MEMBERSHIP COUNT

as of October 23, 1939

	Junior	Senior	Total	Total by State
Alabama State Chapter	15	37	52	52
Arizona State Chapter	7	10	17	17
Arkansas State Chapter	5	25	30	30
California				884
California Council	2	38	40	
California East Bay Chapter....	7	64	71	
Los Angeles County Chapter....	53	408	461	
Sacramento Chapter	3	32	35	
San Diego Chapter	6	46	52	
San Francisco Chapter	33	192	225	
Colorado				143
Non-Chapter	1	10	11	
Colorado Springs Chapter	1	7	8	
Denver Chapter	27	97	124	
Connecticut State Chapter.....	6	236	242	242
Delaware State Chapter.....	..	32	32	32
Washington, D. C., Chapter.....	14	353	367	367
Florida State Chapter	12	48	60	60
Georgia State Chapter	16	100	116	116
Hawaii Chapter	3	55	58	58
Idaho	1	8	9	9
Illinois				1061
Illinois State Chapter	10	83	93	
Chicago Chapter	153	815	968	
Indiana				197
Non-Chapter	6	35	41	
Indianapolis Chapter	14	122	136	
St. Joseph Valley Chapter.....	8	12	20	
Iowa State Chapter.....	35	88	123	123
Kansas				76
Non-Chapter	2	16	18	
Topeka Chapter	9	29	38	
Wichita Chapter	3	17	20	
Kentucky State Chapter.....	27	83	110	110
Louisiana				210
Louisiana Chapter	5	43	48	
New Orleans Chapter	22	140	162	
Maine State Chapter.....	1	20	21	21
Maryland State Chapter.....	9	179	188	188
Massachusetts				407
Boston Chapter	4	282	286	
Southeastern Mass. Chapter....	3	27	30	
Western Mass. Chapter	39	39	
Worcester Chapter	4	48	52	
Michigan				427
Michigan Council	9	38	47	
Detroit Chapter	48	244	292	
Grand Rapids Chapter	1	22	23	
Lansing Chapter	4	32	36	
Washtenaw County Chapter.....	10	19	29	
Minnesota				382
Non-Chapter	4	12	16	
Arrowhead Chapter	11	24	35	
Twin City Chapter	89	242	331	
Mississippi	1	10	11	11

	Junior	Senior	Total	Total by State
Missouri				474
Non-Chapter	16	17	33	
Central Missouri Chapter.....	12	30	42	
Kansas City Chapter.....	7	82	89	
St. Louis Chapter.....	37	273	310	
Montana State Chapter.....	4	16	20	20
Nebraska State Chapter.....	39	62	101	101
Nevada	4	4	4
New Hampshire	1	12	13	13
New Jersey State Chapter.....	13	227	240	240
New Mexico	2	10	12	12
New York				1809
New York State Council.....	4	61	65	
Buffalo Chapter	7	147	154	
Fort Orange Chapter.....	2	70	72	
Hudson Valley Chapter.....	2	33	35	
New York City Chapter.....	45	1232	1277	
Rochester Chapter	8	122	130	
Southern Tier Chapter	3	25	28	
Syracuse Chapter	7	41	48	
North Carolina State Chapter....	13	88	101	101
North Dakota	8	13	21	21
Ohio				898
Ohio Council	6	70	76	
Akron Chapter	1	31	32	
Cincinnati Chapter	10	154	164	
Cleveland Chapter	59	393	452	
Columbus Chapter	2	66	68	
Dayton Chapter	6	39	45	
Toledo Chapter	4	57	61	
Oklahoma State Chapter.....	21	44	65	65
Oregon State Chapter.....	21	79	100	100
Pennsylvania				909
Pennsylvania Division	3	26	29	
Eric Chapter	6	24	30	
Harrisburg Chapter	8	71	79	
Lehigh Valley Chapter.....	3	20	23	
Northeastern Penna. Chapter....	1	59	60	
Philadelphia Chapter	11	336	347	
Pittsburgh Chapter	68	265	333	
Reading Chapter	1	7	8	
Puerto Rico Chapter.....	4	13	17	17
Rhode Island State Chapter.....	8	101	109	109
South Carolina State Chapter....	14	24	38	38
South Dakota State Chapter.....	11	11	22	22
Tennessee				84
Tennessee Division	2	22	24	
Memphis Chapter	1	31	32	
Nashville Chapter	4	24	28	
Texas				179
Non-Chapter	4	6	10	
North Texas Chapter.....	2	48	50	
South East Texas Chapter.....	14	60	74	
South Texas Chapter	8	37	45	
Utah State Chapter.....	11	38	49	49
Vermont	10	10	10
Virginia				176
Non-Chapter	2	38	40	
Lynchburg-Roanoke Chapter....	3	16	19	
Richmond Chapter	20	97	117	
Washington State Chapter.....	57	164	221	221
West Virginia	8	23	31	31
Wisconsin				193
Non-Chapter	7	32	39	
Dane County Chapter	4	33	37	
Milwaukee Chapter	5	112	117	
Wyoming	4	4	4
Canada	4	14	18	18
Foreign	1	12	13	13
Bad Addresses	10	15	25	25
	1,369	9,810	11,179	11,179*

* Includes 7 Guest Members. (San Francisco 1; New York City 3; Cleveland 2; Washington State 1.)

A Program Committee Chairman Reports

How may a chapter meeting be used, not to keep idle members "satisfied" but to obtain from them what they have to give to the chapter's work? Helen Harris Perlman, Chairman of the New York City Chapter's Program Committee, summarizes below points on chapter meetings which she presented at a recent chapter meeting:

The Program Committee started this year with a premise which is both obvious and basic: that the purpose of chapter meetings is to bring chapter work and chapter membership into active and vital inter-action. We recognize our responsibility to work out such programs for the chapter meetings as would be closely related to the active work of committees and to current problems of professional interest and concern to the membership. When we considered program as related to the active work of committees, our spontaneous reaction was not a happy one. Committee reports may be dry as dust; they may make better reading than hearing; there may not be much point in attending a meeting when they are presented since agreement or disagreement with a committee's final conclusion, arrived at after months of work, seems futile. But as we discussed this further, we clarified for ourselves these things: The various chapter committees are not mere appendages of the chapter, are not formed for the purpose of giving active people a chance to be busy. They are the vital organs of the chapter through which the chapter's thinking and work is produced. They are the chapter at work.

It would be good if every chapter member could be an active working committee member. This is manifestly impossible, but it would be possible to try to arrange such meetings between the active committees and the chapter membership at large as would make the membership a part of the committee of the whole, as it were, for that meeting. We proposed the plan then of asking the various committees to bring their material into the meeting, not in the form of a finished report and something which has already been crystallized, but while the material is "in work." We plan to ask the committees to bring to chapter meetings the problems they are facing, the questions they raise, and the convictions they have. We hope that the members at the meeting will find themselves in the role not of passive audience,

but active participants. We felt that it is of utmost importance that the work of the Chapter stimulate and in turn be stimulated by the membership as a whole.

As for the second part of our commitment—to plan programs about current professional problems of interest and concern: These cannot be planned in any detail in advance. These must be meetings which have some spontaneity about them, which arise out of a current or new situation; a new or challenging issue; changes or shifts in the life about us which may affect or be affected by us as professional social workers. For some of these meetings, the working committees may have expertness and special competence to give us leadership. For some, we may wish to call in experts or authorities in the particular subject under consideration. Again, we may wish to meet jointly with other groups or organizations whose purpose links with ours toward understanding and taking action in regard to the situation or problem under discussion.

These are our plans. Perhaps what we would like to get across most pointedly here is that through our monthly meetings, we hope to make the total chapter program something that is vital not only to the individual working on committees, but to the membership as a whole. And that from this moment on, we would hope that each of you would consider yourself a member at large of the Program Committee. Your suggestions and criticisms are sought after and welcomed because the meetings are yours.

Civil Service Procedures for Social Work Positions, a study by Mrs. Florence Booth of Wayne University, has now been published by the American Public Welfare Association.* The study is based on material gathered by questionnaire from eleven state, three county and nine city civil service agencies and twenty state welfare agencies operating under merit systems. Factors in civil service considered are: position classification; recruiting restrictions, including educational experience and personality requirements, residence and age limits; the examination process; and salaries. Mrs. Booth's survey should provide useful material to those studying these complex problems.

* Available through the APWA, 1313 E. 60th St., Chicago, Ill.; price \$1.00.

Notes About Chapters

THE *Puget Sound Group* of the *Washington State Chapter* has asked its Education Loan Fund Committee "to take the responsibility for working out some plan of helping the junior members to qualify for senior membership before the five year qualifying period has elapsed."

FROM the *Denver Chapter* comes news of two new projects. The first is a plan for a National AASW Affairs Committee of the Chapter, whose function is to be the review of all AASW material coming from the national Association, with the power to appoint sub-committees for special projects wherever indicated. The vice-chairman of the Chapter is to be the committee's chairman and the committee will consist of the heads of all committees appointed for the year, plus four members elected by the Chapter as potential delegates and alternates to the Delegate Conference.

The second new project is a plan to set up a card system of the Chapter membership, giving (1) the date of admission to the Chapter; (2) the type of membership; (3) the member's record of committee participation and (4) a month by month record of attendance at chapter meetings.

IN its annual report for 1938-39, the *Puerto Rico Chapter* appraises its present status and reports on some of the significant activities of the year. The Chapter reports that it has not accomplished all that it hoped to but "perhaps the most encouraging sign is the interest and enthusiasm of a small but loyal group and it is to this group that whatever success the Chapter has attained is due."

As an outstanding example of community cooperation, the Chapter reports that it sent delegates to the Economic Convention, preparing beforehand a memorandum regarding such matters as the need for a Department of Public Welfare. Delegates participated in the discussion and "helped to draw public attention to the contribution of social workers in the community."

The Chapter also sent a committee to confer with the commission for the establishment of a Pan-American University. The purpose of this committee was to call the attention of the commission to a need for a professional school of social work which would serve Latin-America in general as well as Puerto Rico. In the memorandum which this committee prepared for the commission was outlined the Association's concern with professional

education, the history and present status of professional education in Puerto Rico and the present needs of social work education in Puerto Rico. Recommendations included: a separate graduate school of social work with a trained social worker as director and adequate compensation for the faculty commensurate with their training and experience; adequate field work supervision; adequate library facilities; affiliation with the University of Puerto Rico and a cooperative relationship with a recognized university in the United States.

A special project for the year was the holding of a Group Work Institute of eight sessions planned by a special committee of the Chapter. The Institute covered such topics as: The Aims and Objectives of Group Work, Leadership and Leadership Methods, Technique, Records, and Relationships to Case Work. The Institute was opened to the public in general as well as to members of the Association.

THE *St. Joseph Valley Chapter*, organized in April, 1939, after a period of activity as an informal group, has presented its first annual report. During the last year, the Chapter approached Indiana University with a request that resulted in a University extension course in child welfare and one in case work technique. The Chapter presented a complete file of THE COMPASS from 1931 to 1938 to the South Bend Public Library, including in this gift a subscription to the 1939 COMPASS. Its Legislative Committee has had contact with local senators and representatives regarding social legislation. Several letters were written to the federal legislature regarding proposed changes in the Social Security Act. Recommendations for the selection of a qualified social worker as city probation officer were sent to the city judge.

ONE of the first duties of the part-time secretary of the *Philadelphia Chapter* is the compilation of a new and more adequate membership file. To make this possible a questionnaire has been sent to all Chapter members asking for information about present employment, date of joining the AASW, Chapter offices held and membership on committees, participation in national activities through offices held or committee membership and the member's affiliation with other national organizations. One of the uses of this file will be for the Chapter chairman in making committee appointments. The plan to keep this material up-to-date calls for sending out each fall a double postcard asking for current information.

